



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

July 10, 2014

Deborah Barnett  
2711 Brunskill Rd  
Dubuque, IA 52003

Dear Child Care Provider,

This letter is in regards to the 7/9/14 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- ☐ 110.5(2) A provider file is maintained and contains:
  - ☐ 110.5(2)a A physician's signed statement of health and immunization status on the **provider** and all **members of the household** who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. **You need physicals for yourself, Paul and Cameron. You stated that everyone has appointments in August.**
- ☐ 110.5(8) Children's Files
  - ☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:
    - ☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment. **The Child Health exam form is the form I am using for medical consent as the other form you have is not dated by parents.**
    - ☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 9/1/14.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: 9/1/14**

X \_\_\_\_\_  
Signature Date

Things to remember:

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains: **I know that you are working on getting Trisha approved.**

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter. **This was only thing missing out Trisha's file.**

Please do not hesitate to contact me at DHS, if you have any questions regarding this letter.

Sincerely,

*Glenda Currier*

Glenda Currier, SW II, Childcare Specialist, [gcurrie@dhs.state.ia.us](mailto:gcurrie@dhs.state.ia.us)

563/557-8251 or 690-5422 ext. 422 800/650-6361 for long distance only Fax: 563/557-9177

**MACHELLE PEZLEY**

Machelle Pezley

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral.

For Dubuque County: CCRR 2728 Asbury Rd, Atrium Building, Dubuque, IA 52001  
563-557-1628 or 866-296-5331, fax 563-582-5572

Cherie Kennedy: [cherie.kennedy@episervice.org](mailto:cherie.kennedy@episervice.org) Child Care Consultant, CCRR

Kacey Wiest: [kacey.wiest@episervice.org](mailto:kacey.wiest@episervice.org) Child Care Consultant, CCRR

Tara Roddick: [tara.roddick@episervice.org](mailto:tara.roddick@episervice.org) Child Care Consultant/Supervisor, CCRR

Stephanie VanGroll: [Stephanie.vangroll@episervice.org](mailto:Stephanie.vangroll@episervice.org) Child Care Consultant, CCRR

Michael McMahon, Fire Marshal: 563/589-4195 [mmcmahon@cityofdubuque.org](mailto:mmcmahon@cityofdubuque.org) Dubuque Fire Department

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).